

**MINUTES OF THE GENERAL EDUCATION COMMITTEE
THURSDAY, JANUARY 30, 2003
COLLEGE UNION ROOM 7**

Dr. Jessica Sheetz-Nguyen called the meeting to order at approximately 12:30 p.m.

Voting Members in Attendance: Dr. John Hughes, Ms. Jenean Jones, Ms. Linda Knox, Mr. Tom Kraft, Mr. Ray McCullar, Ms. Mary Panches, Mr. Clay Randolph, Dr. Jessica Sheetz-Nguyen (chair), Mr. Richard Trout, Ms. Mary Williams, Ms. Anna Wilson.

Other Members: Dr. Jim DeChenne, Dean of Learning Resources; Dr. Brenda Harrison, Associate Vice President for Academic Affairs; Dr. Annmarie Shirazi, Dean of Planning and Institutional Effectiveness; Ms. Mary Turner, Coordinator of Student Support Services.

Welcome: Dr. Sheetz-Nguyen welcomed everyone to the meeting.

Announcements: The next meeting will be Thursday, February 20, 2003.

- Ms. Mary Panches made the motion to approve the October 24, 2002 minutes as amended.
Mary Turner's name should be listed under *Other Members*.
- Ms. Jenean Jones seconded the motion. The motion was approved unanimously.

Academic Profile/Assessment Results

Dr. Annmarie Shirazi distributed the *Draft Report of Academic Profile Test Results Fall 2002* and *Draft Results for Discussion with the General Education Committee*.

Dr. Shirazi informed the Committee that the College Board's Academic Profile test was used in October and November 2002 to measure the seven areas of general education. The number of test administered were less than the 403 identified since prior to administration the students were asked to participate only if they met the following two criterion:

- They had been attending Oklahoma City Community for at least one full semester; and
- They had taken the majority of their General Education classes at the College.

Since less than half of the total number of students participated, the test will be given again in Spring 2003.

General Education Competency Course Procedure

Dr. Jessica Sheetz-Nguyen distributed draft copies of the *OKCCC General Education Course Offering Revision Form*. This form will be used when requesting a course to be added to the list of general education courses.

The Committee discussed the guidelines and procedures of the form along with the following suggestions:

- add originator, division, sponsor, dean and program faculty to the form
- delete credit hour from the form
- add item #6 – how this course complies with the State Regents course equivalency matrix (example yes or no)
- attach the general education competencies to the form
- put the form on the web
- have a deadline for submission of the form
- special recognition to the general education courses in the catalog

Dr. Shirazi will revise the form and submit it to the Committee for discussion at the next meeting.

The meeting adjourned at approximately 1:13 p.m.

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